

# CHANGE REQUEST COVER SHEET

**Change Request Number:** 11-44

**Date Received:** 5/25/2011

**Title:** Revision to Restricted Purchases

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**Phone:** 202-267-8407

**Policy OR Guidance:** Guidance

**Section/Text Location Affected:** Procurement Guidance T3.2.2.5

**Summary of Change:** AMS procurement guidance is amended to: (1) clarify certain restricted items of purchase (clothing for job fairs and air shows, and non- monetary awards); (2) to add new items to the list of restricted purchases (give- away items, personalized stationery, leather binders; and job recruitment items); and (3) to consolidate existing guidance elsewhere in AMS or separate memos related to restricted purchases (iPads, business cards, and short term storage).

**Reason for Change:** The Chief Financial Officer is designating new items as restricted items for purchase. The Office of Human Resources also requested additional clarification for permissible purchases for recruitment activities and non-monetary awards.

**Development, Review, and/or Concurrence:** AJA, AFC-1, AGC-520, AHR, ARC

**Target Audience:** FAA workforce

**Potential Links within FAST for the Change:** None

**Briefing Planned:** No

**ASAG Responsibilities:** None

**Potential Links within FAST for the Change:** None

**Links for New/Modified Forms (or) Documents (LINK 1)** [null](#)

**Links for New/Modified Forms (or) Documents (LINK 2)** [null](#)

**Links for New/Modified Forms (or) Documents (LINK 3)** [null](#)

## SECTIONS REMOVED:

Procurement Guidance:

**Section 6 : Use of Appropriated Funds to Purchase Business Cards** [\[Old Content\]](#)

## SECTIONS EDITED:

Procurement Guidance:

*T3.2.2.5 - Simplified Purchase Method*

*Simplified Purchasing*

**Section 4 : Prohibited and Restricted Purchases** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

## SECTIONS REMOVED:

**Procurement Guidance:**

**Section 6 : Use of Appropriated Funds to Purchase Business Cards.**

a. The FAA may use appropriated funds to purchase business cards for individual employees. Associate/Assistant Administrators, ATO Vice Presidents, and Regional Administrators/Center Directors determine who in their organization are authorized business cards, paid for with appropriated funds, to conduct FAA business. Authority for this determination may be delegated to a lower level.

b. Business cards purchased with appropriated funds are Government property. Employees should exercise good judgment and caution when using their cards in situations not directly related to conducting FAA business.

c. All FAA business cards must comply with FAA branding logo and template requirements established by FAA Order 1700.6C. See FAA Employee website at [https://employees.faa.gov/tools\\_resources/branding\\_writing/standards\\_tools/business\\_cards/](https://employees.faa.gov/tools_resources/branding_writing/standards_tools/business_cards/) for additional information.

d. Purchasers must use one of two printing sources when appropriated funds are used to purchase business cards:

(1) FAA Aeronautical Center's Media Solutions Group; or

(2) Lighthouse for the Blind, Inc., Seattle, WA (pursuant to the mandatory source requirements of the Javits-Wagner-O'Day Act (JWOD)). Ordering information is on-line at: <http://lighthousestore.org/>

## SECTIONS EDITED:

### **Section 4 : Prohibited and Restricted Purchases**

**Old Content:** Procurement Guidance:

*T3.2.2.5 - Simplified Purchase Method*

*Simplified Purchasing*

**Section 4 : Prohibited and Restricted Purchases**

a. This guidance is intended to assist FAA personnel determine whether a particular item or service would be a permissible purchase using appropriated funds. There is no ironclad rule or

readily available list that describes in every case whether a particular purchase using appropriated funding is permissible. FAA personnel should use common sense and sound judgment, based on appropriations law and related decisions of the Comptroller General.

b. The Government Accountability Office (GAO) established a "*necessary expense*" doctrine. This doctrine is described fully in Volume I, Third Edition, of "Principles of Federal Appropriations Law," (GAO Red Book) issued by GAO, Office of the General Counsel. This publication states, in part, that for an expenditure to be justified under the necessary expense theory, it must meet certain tests, including: "The expenditure must bear a logical relationship to the appropriation sought to be charged. In other words, it must make a direct contribution to carrying out either a specific appropriation or an authorized agency function for which more general appropriations are available" (GAO Red Book, Volume I, Chapter 4, Section B.1.). By projection, the necessary expense doctrine does not allow use of appropriated funds to purchase items or services that can be reasonably interpreted to meet personal convenience and are not for a necessary Governmental function. The CO or cardholder in consultation with budget officials and legal counsel should make determinations in this area about questioned or questionable items or services. Almost any listing of prohibited items of purchase is subject to exceptions. To quote the GAO Red Book "The Comptroller General has never established a precise formula for determining the application of the necessary expense rule. In view of the vast differences among agencies, any formula would almost certainly be unworkable. Rather, the determination must be made essentially on a case-by-case basis."

c. For FAA, the following are prohibited or restricted items of purchase (this is not a complete list):

(1) *Drinking water*, except when:

(a) A duly constituted public health authority pronounces ordinary drinking water to be unsafe for human consumption at the site;

(b) A viable and safe water source for FAA personnel is not available on or within a reasonable distance of the worksite;

(c) FAA personnel reasonably foresee a disaster or emergency, such as imminent landfall of a hurricane, and all of the following conditions are present:

(i) FAA personnel reasonably anticipate that drinking water at the site will be unsafe for human consumption;

(ii) The drinking water is for FAA personnel responding to or at the emergency or disaster site;

(iii) The amount of drinking water is commensurate with the anticipated response time at the site or the

estimated time for the local drinking water to be considered safe for human consumption, whichever is shorter;

(iv) The drinking water is purchased in a reasonable time-frame in advance of an imminent emergency or disaster, and the time-frame does not exceed the time required to purchase, stage, and properly distribute the drinking water; or

(d) The drinking water is provided in a controlled environment as may be necessary to enable collections for drug use analysis for safety sensitive positions.

(2) *Food and beverage items* for meetings and conventions, except as described in AMS Procurement Guidance T3.2.2.5 A.5., FAA Sponsored Conferences, Seminars, Ceremonies, and Workshops.

(3) *Gifts*.

(4) *Membership fees* for individual employees. The FAA may purchase membership in a society or association in its own name.

(5) *Subscriptions to publications or magazines* not related to official duties.

(6) *Clothing (or personal apparel of any description)*, except:

(a) Special type clothing required by FAA requires written justification from the requestor's supervisor and should be coordinated with legal counsel.

(b) Clothing and equipment classified as personal protective equipment (PPE) requires justification from the requestor's supervisor, but does not need coordination with legal counsel when the value of the procurement is below \$100,000. All PPE must:

(i) Have proper controls established to ensure that PPE is appropriate; and

(ii) Be maintained and used in accordance with standards established by the Occupational Safety and Health Administration (OSHA). (More information can be found at

<http://www.osha.gov/SLTC/personalprotectiveequipment/index.html>)

(7) *Rental of aircraft* by anyone not in aircraft-related position.

(8) *Fans, air conditioning and cooling equipment, space heaters and heating equipment*, except as properly installed for general use in connection with the maintenance and operations requirements for the site.

(9) *Water coolers, vacuum cleaners, and other household appliances (i.e. refrigerators, microwaves, etc.)*, except as requisitioned for general use by the authorities responsible for building maintenance and equipment.

(10) *Cellular or communication devices and services* covered by the National Wireless Program Office (NWPO). Devices provided through this program include:

(a) Cellular Phones;

(b) One and two-way pager devices;

(c) Multi-functional server-based devices (e.g. Blackberries); and

(d) Satellite phones.

(11) *Printing personalized stationery*, including paper pads with the name, logo, or office of FAA personnel.

(12) *Tote bags*.

(13) *Coffee mugs*.

(14) *Water bottles*.

d. *Non-Monetary Awards*.

(1) When procuring non-monetary awards (gifts remain a prohibited item) for employee contributions and/or accomplishments that further FAA's mission, the requirements in HRPM, Recognizing Employees, PM-9.2, must be followed. Each office is responsible for maintaining records on all recognition and awards purchased and given. These records must contain the following:

(a) The justification for granting the award;

(b) The item(s) purchased;

(c) The cost of the item(s); and

(d) The award recipient.

(2) Gift cards or gift certificates can be non-monetary awards. However, the purchase of store gift cards or gift certificates must not be made with the Government purchase card due to a statutory prohibition.

(3) Plaques, trophies, or other types of awards may be given to employees for high quality work or special projects.

(4) Reasonable purchases (i.e., decorations and related supplied) used to enhance an awards ceremony and foster public recognition of employees' accomplishments are allowable. This does not apply to food and beverage, which is addressed in AMS Procurement Guidance T3.2.2.5.A.5.

*e. Purchasing or Renting Portable Storage Units or Procuring Short-term Storage Services.*

(1) Before purchasing or renting storage units or procuring storage services, a determination must be made that existing storage space is not available from other sources within FAA or elsewhere in Government. Contracting Officers (CO) or cardholders must coordinate storage requirements with a warranted Real Estate Contracting Officer (RECO). This coordination is intended to ensure:

(a) That no in-house storage capabilities are available; and

(b) No real estate or facility factors exist that may affect the procurement, such as applicable real estate regulations or unique site requirements.

(2) Storage units or services for purposes of this guidance are limited to portable storage units or containers designed for temporary (less than six months) on-site use or temporary storage in a secured centralized storage center owned by the vendor. The storage units or containers must be classified as personal property and not affixed or attached in a permanent means to the land (real property) upon which they may be situated for temporary use. If the portable storage unit or container is to be placed on land owned or leased by FAA, the CO or cardholder must ensure FAA has legally established rights to use the land before staging or storing a third party item of property (storage unit or container) procured under service agreement.

(3) When possible, storage requirements for a construction project should be incorporated into the Statement of Work (SOW) or specification under the associated construction contract.

(4) Purchase cards cannot be used:

(a) For the purchase, rental, or lease of land or buildings;

(b) To purchase real property, which is defined as land, buildings, structures or rights over or under the land, or things that are permanently affixed or attached to the land such as improvements to make it more productive or to make it serve a more beneficial end than the land itself; and

(c) For long-term storage unit rental or services (long-term is defined as six months or more), unless the purchase card is being used as a payment vehicle against a contract or lease signed by a CO/RECO and:

(i) The total cost of the rental or purchase of storage services does not exceed the cardholder's delegated authority;

(ii) The portable units are not classified as real property (as defined above); and

(iii) The terms and conditions of the rental or storage services (i.e. termination authority) are set forth in writing and signed by both parties.

**New Content:** Procurement Guidance:

*T3.2.2.5 - Simplified Purchase Method*

*Simplified Purchasing*

**Section 4 : Prohibited and Restricted Purchases**

a. This guidance is intended to assist FAA personnel in determining whether a particular item or service would be a permissible purchase using appropriated funds. There is no ironclad rule or readily available list that describes in every case whether a particular purchase using appropriated funding is permissible. FAA personnel should use common sense and sound judgment, based on appropriations law and related decisions of the Comptroller General.

b. The Government Accountability Office (GAO) established a "necessary expense" doctrine. This doctrine is described fully in Volume I, Third Edition, of "Principles of Federal Appropriations Law," (GAO Red Book) issued by GAO, Office of the General Counsel. This publication states, in part, that for an expenditure to be justified under the necessary expense theory, it must meet certain tests, including: "The expenditure must bear a logical relationship to the appropriation sought to be charged. In other words, it must make a direct contribution to carrying out either a specific appropriation or an authorized agency function for which more general appropriations are available" (GAO Red Book, Volume I, Chapter 4, Section B.1.). By projection, the necessary expense doctrine does not allow use of appropriated funds to purchase items or services that can be reasonably interpreted to meet personal convenience and are not for a necessary Governmental function." The CO or purchase cardholder, consulting with budget officials and legal counsel, should make determinations in this area about questioned or questionable items or services. Almost any listing of prohibited items of purchase is subject to

exceptions. To quote the GAO Red Book "The Comptroller General has never established a precise formula for determining the application of the necessary expense rule. In view of the vast differences among agencies, any formula would almost certainly be unworkable. Rather, the determination must be made essentially on a case-by-case basis."

*c. Prohibited and Restricted Items.* For FAA, the following are prohibited or restricted items of purchase (this is not a complete list):

(1) **Drinking water**, except when:

(a) A duly constituted public health authority pronounces ordinary drinking water to be unsafe for human consumption at the site;

(b) A viable and safe water source for FAA personnel is not available on or within a reasonable distance of the worksite;

(c) FAA personnel reasonably foresee a disaster or emergency, such as imminent landfall of a hurricane, and all of the following conditions are present:

(i) FAA personnel reasonably anticipate that drinking water at the site will be unsafe for human consumption;

(ii) The drinking water is for FAA personnel responding to or at the emergency or disaster site;

(iii) The amount of drinking water is commensurate with the anticipated response time at the site or the estimated time for the local drinking water to be considered safe for human consumption, whichever is shorter; and

(iv) The drinking water is purchased in a reasonable time-frame in advance of an imminent emergency or disaster, and the time-frame does not exceed the time required to purchase, stage, and properly distribute the drinking water; or

(d) The drinking water is provided in a controlled environment as may be necessary to enable collections for drug use analysis for safety sensitive positions.

(2) **Food or beverage**, except as described in AMS Procurement Guidance T3.2.2.5A.5, FAA Sponsored Conferences, Seminars, Ceremonies, and Workshops.

(3) **Gifts, gift certificates, and prepaid gift cards.**

(4) **Membership fees** for individual employees. The FAA may purchase membership in a society or association in its own name.

(5) **Subscriptions** to print or online publications or magazines not related to official duties.

(6) **Clothing** or personal apparel of any description, except:

(a) Special type clothing required by FAA. The requestor's supervisor must prepare a written justification for special type clothing and coordinate the justification with legal counsel.

(i) Clothing (such as a shirt with FAA logo) for recruitment activities such as job fairs and professional liaison activities with recruitment sources (e.g., schools, colleges and universities, professional associations/organizations, or intergovernmental agency sources) may be authorized if it supports FAA business objectives and there is a bona fide need.

(ii) Clothing for air shows may be authorized if there is a bona fide need for FAA employees to be clearly identifiable.

(b) Clothing and equipment classified as personal protective equipment (PPE). The requestor's supervisor must prepare a written justification for PPE, but does not need coordination with legal counsel when the value of the procurement is below \$100,000. All PPE must:

(i) Have proper controls established to ensure that PPE is appropriate and accounted for; and

(ii) Be maintained and used according to standards established by the Occupational Safety and Health Administration (OSHA). See the OSHA website for more information.

(c) All clothing or PPE purchased by FAA remains the property of the Government and not the employee.

(7) **Rental of aircraft** by anyone not in an aircraft-related position.

(8) **Fans, air conditioning and cooling equipment, space heaters and heating equipment**, except as properly installed for general use in connection with the maintenance and operations requirements for the site.

(9) **Water coolers, vacuum cleaners, and other household appliances** (i.e. refrigerators, microwaves, etc.), except as requisitioned for general use by the authorities responsible for building maintenance and equipment.

(10) **Cellular or communication devices and services** covered by the National Wireless Program Office (NWPO). Devices provided through the NWPO include cellular phones, one and two-way pager devices, multi-functional server-based devices (e.g. Blackberries), and satellite phones.

(11) **Personalized stationery**, including paper pads, with the name, position, title, logo, or office of FAA personnel, except when:

(a) There is a clear business need approved by the head of the line of business or staff office; and

(b) The requestor notifies Office of Financial Controls (AFC-1) of the planned purchase in advance.

(12) **Tote bags.**

(13) **Coffee mugs.**

(14) **Water bottles.**

(15) **Leather and other natural hide portfolios, binders, or planners.**

(16) **Give-away items**, including portfolio covers, flash drives, pens, and pencils, for internal or external marketing of products, services, or programs by FAA, with the following exception and conditions:

(a) Purchase of promotional items for recruitment activities, such as for job fairs and professional liaison activities with recruitment sources (e.g., schools, colleges and universities, professional associations/organizations, or intergovernmental agency sources), may be authorized when these items support FAA business objectives and there is a bona fide need. Where there is a bona fide need, the selection of items must meet all of the following criteria:

(1) Has a practical use appropriate for the audience, and are business related items, such as pens, rulers,

calculators, post-it notes, business card holders, lanyards or note pads;

(2) The items cannot be a personal use item, such as coffee cups, water bottles, umbrellas, candy or food items, or fans;

(3) Is economically priced and reasonably portable; and

(4) Avoids the perception that taxpayer dollars have been frivolously spent.

(b) Recruitment items must comply with FAA branding order 1700.6C and display the FAA jobs website ([www.faa.gov/jobs](http://www.faa.gov/jobs)).

(17) **iPAD** and similar equipment and related services, with the following exceptions and conditions:

(a) All purchases of iPAD or similar equipment and related services must be approved by the Chief Information Officer (CIO) of the respective line of business (LOB) or staff office (SO) for use in a pilot program.

(b) iPAD and similar equipment and related services for approved purchases may be procured using the FAA purchase card if the costs do not exceed established single and monthly purchase limits.

(c) LOB/SO CIOs are responsible for determining the level of acceptable security risk. As such, each LOB/SO must review the default device settings and modify accordingly to ensure the appropriate level of information assurance.

(d) Each LOB/SO must maintain an inventory of all iPAD or similar equipment.

(18) **Purchases for Non-Monetary Awards**, except:

(a) The FAA may purchase plaques, trophies, pins, or similar *symbolic* items for non-monetary awards to officially recognize employees. Items purchased for non-monetary awards must not exceed \$75 per item; purchases for the FAA Corporate Awards and Recognition program are not subject to this dollar limit, but should be reasonably priced and symbolic items. All official awards must comply with HRP, Performance Management PM-9.2, Recognizing Employees. Requisitioning offices must maintain

appropriate documentation for purchases related to non-monetary awards.

(b) To enhance an official awards ceremony, reasonable and nominally priced purchases, such as for decorations and related supplies, are permissible.

(19) **Business Cards**, except:

(a) The FAA may use appropriated funds to purchase business cards for employees if necessary to conduct business and approved in advance. Associate/Assistant Administrators, ATO Vice Presidents, and Regional Administrators/Center Directors determine who in their organization are authorized business cards paid for with appropriated funds to conduct FAA business. Authority for this determination may be delegated to a lower level.

(b) Business cards purchased with appropriated funds are Government property. Employees should exercise good judgment and caution when using their cards in situations not directly related to conducting FAA business.

(c) All FAA business cards must comply with branding logo and template requirements in FAA Order 1700.6C. See the FAA website for more information (*FAA only*)

(d) Purchasers must use one of two printing sources when using appropriated funds to purchase business cards:

(1) FAA Aeronautical Center's Media Solutions Group; or

(2) Lighthouse for the Blind, Inc., Seattle, WA (pursuant to the mandatory source requirements of the Javits-Wagner-O'Day Act). See the Lighthouse for the Blind's website for ordering information.

(20) **Purchasing or Renting Portable Storage Units or Procuring Short-term Storage Services**, with the following exceptions and conditions:

(a) Before purchasing or renting storage units or procuring storage services, a determination must be made that existing storage space is not available from other sources within FAA or elsewhere in Government. COs or purchase cardholders must coordinate storage requirements with a Real Estate Contracting Officer

(RECO). This coordination is intended to ensure that no in-house storage capabilities are available, and no real estate or facility factors exist that may affect the procurement, such as applicable real estate regulations or unique site requirements.

(b) Storage units or services for purposes of this guidance are limited to portable storage units or containers designed for temporary (less than six months) on-site use or temporary storage in a secured centralized storage center owned by the vendor. The storage units or containers must be classified as personal property and not affixed or attached in a permanent means to the land (real property) upon which they may be situated for temporary use. If the portable storage unit or container is to be placed on land owned or leased by FAA, the CO or cardholder must ensure FAA has legally established rights to use the land before staging or storing a third party item of property (storage unit or container) procured under a service agreement.

(c) When possible, storage requirements for a construction project should be incorporated into the statement of work or specification under the associated construction contract.

(d) Purchase cards cannot be used:

(1) For purchase, rental, or lease of land or buildings;

(2) To purchase real property, which is defined as land, buildings, structures or rights over or under the land, or things that are permanently affixed or attached to the land such as improvements to make it more productive or to make it serve a more beneficial end than the land itself; and

(3) For long-term storage unit rental or services (long-term is defined as six months or more), unless the purchase card is being used as a payment vehicle against a contract or lease signed by a CO/RECO and:

(i) The total cost of rental or purchase of storage services does not exceed the cardholder's delegated authority;

(ii) The portable units are not classified as real property (as defined above); and

(iii) The terms and conditions of the rental or storage services (i.e. termination authority) are set forth in writing and signed by both parties.

**Red Line Content: Procurement Guidance:**

*T3.2.2.5 - Simplified Purchase Method*

*Simplified Purchasing*

**Section 4 : Prohibited and Restricted Purchases**

a. This guidance- is intended to assist FAA personnel ~~in determining~~ ~~determine~~ whether a particular item or service would be a permissible purchase using appropriated funds. There is no ironclad rule or readily available list that describes in every case whether a particular purchase using appropriated funding is permissible. FAA personnel should use common sense and sound judgment, based on appropriations law and related decisions of the Comptroller General.-

b. The Government Accountability Office (GAO) established a "necessary expense" doctrine. This doctrine is described fully in Volume I, Third Edition, of "Principles of Federal Appropriations Law," (GAO Red Book) issued by GAO, Office of the General Counsel. This publication states, in part, that for an expenditure to be justified under the necessary expense theory, it must meet certain tests, including: "The expenditure must bear a logical relationship to the appropriation sought to be charged. In other words, it must make a direct contribution to carrying out either a specific appropriation or an authorized agency function for which more general appropriations are available" (GAO Red Book, Volume I, Chapter 4, Section B.1.). By projection, the necessary expense doctrine does not allow- use of appropriated funds- to purchase items or services that can be reasonably interpreted to meet personal convenience and are not for a necessary Governmental function. - The CO or ~~cardholder~~ ~~purchase in~~ ~~cardholder,~~ ~~consultation~~ ~~consulting~~ with budget officials and legal counsel, should make determinations in this area about questioned or questionable items or services. Almost any listing of prohibited items of purchase is subject to exceptions. To quote the GAO Red Book "The Comptroller General has never established a precise formula for determining the application of the necessary expense rule. In view of the vast differences among agencies, any formula would almost certainly be unworkable. Rather, the determination must be made essentially on a case-by-case basis."

c. **Prohibited and Restricted Items.** For FAA, the following are prohibited or restricted items of purchase (this is not a complete list):

(1) **Drinking water**, - except when:

(a) A duly constituted public health authority pronounces ordinary drinking water to be unsafe for human consumption at the site;

(b) A viable and safe water source for FAA personnel is not available on or within a reasonable distance of the worksite;

(c) FAA personnel reasonably foresee a disaster or emergency, such as imminent landfall of a hurricane, and all of the following conditions are present:

(i) FAA personnel reasonably anticipate that drinking water at the site will be unsafe for human consumption;

(ii) ~~The drinking water is for FAA personnel responding to or at the emergency or disaster site;~~

(iii) The amount of drinking water is commensurate with the anticipated response time at the site or the estimated time for the local drinking water to be considered safe for human consumption, whichever is shorter; ***and***

(iv) ~~The drinking water is purchased in a reasonable time-frame in advance of an imminent emergency or disaster, and the time-frame does not exceed the time required to purchase, stage, and properly distribute the drinking water; or~~

(d) The drinking water is provided in a controlled environment as may be necessary to enable collections for drug use analysis for safety sensitive positions.

(2) **Food ~~and beverage items for meetings and~~ ***or conventions*** ~~beverage~~**, except as ~~described in AMS Procurement Guidance T3.2.2.5-A5A.5-~~, FAA Sponsored Conferences, Seminars, Ceremonies, and Workshops.

(3) **Gifts, *gift certificates, and prepaid gift cards.***

(4) **Membership fees** for individual employees. ~~The~~ FAA may purchase membership in a society or association in its own name.

(5) **Subscriptions** to ***print or online*** publications or magazines- not related to official duties.

(6) **Clothing** ~~(or personal apparel of any description)~~, except:-

(a) Special type clothing required by FAA. ***The requestor's supervisor must require prepare a*** written justification ~~from the~~ ***for***

special requestor type clothing and ~~8217160;~~ coordinate supervisor the justification with legal counsel.

(i) Clothing (such as a shirt with FAA logo) for recruitment activities such as job fairs and should be coordinated professional liaison activities with legal recruitment counsel sources (e.g., schools, colleges and universities, professional associations/organizations, or intergovernmental agency sources) may be authorized if it supports FAA business objectives and there is a bona fide need.

(ii) Clothing for air shows may be authorized if there is a bona fide need for FAA employees to be clearly identifiable.

(b) Clothing and equipment classified as personal protective equipment (PPE) requires justification from the requestor's supervisor must prepare a written justification for PPE, but does not need coordination with legal counsel when the value of the procurement is below \$100,000. - All PPE must:

(i) - Have proper controls established to ensure that PPE is appropriate and accounted for; and

(ii) Be maintained and used ~~in~~ accordance according with standards established by the Occupational Safety and Health Administration (OSHA). ~~More information can be found~~ online at <http://www.osha.gov/SLTC/personalprotectiveequipment/index.html>

(c) All clothing or PPE purchased by FAA remains the property of the Government and not the employee.

(7) **Rental of aircraft** by anyone ~~not in~~ an aircraft-related position.

(8) **Fans, air conditioning and cooling equipment, space heaters and heating equipment**, except as properly installed for general use in connection with the maintenance and operations requirements for the site.

(9) **Water coolers, vacuum cleaners, and other household appliances** (i.e. refrigerators, microwaves, etc.), except as requisitioned for general use by the authorities responsible for building maintenance and equipment.

(10) **Cellular or communication devices and services** covered by the National Wireless Program Office (NWPO). Devices provided through ~~this program~~ the NWPO include: (a) ~~Cellular~~ cellular Phones; (b) ~~phones, One~~ phones, One and two-way pager devices; (c) ~~Multi~~ multi-functional server-based devices (e.g. Blackberries); and (d) ~~Satellite~~ satellite phones.

(11) ~~Printing personalized~~ Personalized stationery, including paper pads, with the name, position, title, logo, or office of FAA personnel, except when:

(a) There is a clear business need approved by the head of the line of business or staff office; and

(b) The requestor notifies Office of Financial Controls (AFC-1) of the planned purchase in advance.

(12) Tote bags.

(13) Coffee mugs.

(14) ~~Water~~ bottles.

~~d.(15) Non-Monetary~~ Leather Awards and other natural hide portfolios, binders, or planners.

~~(16) Give-away~~ When ~~items, procuring~~ including ~~non-monetary~~ portfolio ~~awards~~ covers, (gifts ~~flash~~ remain ~~drives, apens, prohibited~~ and item) ~~pencils,~~ for employee internal contributions or external marketing of products, services, or programs by FAA, with the following exception and conditions:

(a) Purchase of promotional items for recruitment activities, such as for job fairs and professional liaison activities with recruitment sources (e.g., schools, colleges and universities, professional associations/organizations, or accomplishments intergovernmental that agency sources), may be authorized when these further items support FAA's mission, business objectives and there is a bona fide need. Where there is a bona fide need, the requirements in selection of HRPM items must meet all of the following criteria:

(1) Has a practical use appropriate for the audience, Recognizing and Employees are business related items, PM such as pens, rulers, calculators, post-it notes, must be business card holders, lanyards or note pads;

(2) Each office is responsible for maintaining records. The items cannot be a personal use item, such as coffee cups, water bottles, umbrellas, candy or food items, or fans;

(3) recognition awards. Is economically priced and reasonably purchased; portable; and

(4) Avoids the perception that taxpayer dollars have been frivolously spent.

(b) Recruitment items must comply with FAA branding order 1700.6C and give display the FAA jobs website (www.faa.gov/jobs).

(17) These iPAD records and must similar equipment and contain related services, with the following exceptions and conditions:

(a) The justification. All purchases for of iPAD or similar equipment and related granting services must be approved by the award; Chief Information Officer (CIO) of the respective line of business (LOB) or staff office (SO) for use in a pilot program.

(b) The iPAD item(s) and purchased; similar equipment and related services for approved purchases may be procured using the FAA purchase card if the costs do not exceed established single and monthly purchase limits.

(c) LOB/SO The cost CIOs are of responsible for determining the item(s) level of acceptable security risk. ; As such, each LOB/SO must review the default device settings and modify accordingly to ensure the appropriate level of information assurance.

(d) The Each LOB/SO must maintain an inventory of all iPAD award or similar recipient equipment.

(218) Gift Purchases cards for Non-Monetary Awards, except:

(a) The FAA may purchase plaques, trophies, pins, or gift similar certificates symbolic can be items for non-monetary awards to officially recognize employees. Items However, purchased the for purchase non-monetary of store gift cards awards must not exceed or \$75 gift per certificates item; must purchases for the FAA Corporate Awards and Recognition program are not subject to this dollar limit, but should be made reasonably priced and symbolic items. All official awards must comply with the HRPM,

~~Government purchase~~ Performance Management card PM-9.2,  
~~due~~ Recognizing to Employees. Requisitioning offices must  
maintain appropriate documentation for purchases related  
statutory to non-monetary prohibition awards.

(3b) To Plaques enhance an official awards ceremony,  
~~trophies~~ reasonable and nominally priced purchases, or other  
~~types of~~ such as for decorations awards and related supplies, are  
permissible.

(19) Business Cards, except:

(a) The FAA may be use appropriated given funds to purchase  
business cards for employees if necessary to conduct business  
and approved in advance. Associate/Assistant Administrators,  
ATO Vice Presidents, and Regional Administrators/Center  
Directors determine who in their organization are authorized  
business cards paid for high with appropriated quality work  
~~or funds to conduct special FAA business. Authority for this~~  
determination may projects be delegated to a lower level.

(4b) Reasonable Business purchases cards (i.e. purchased with  
appropriated funds are Government  
property.; ~~decorations~~ Employees should exercise good judgment  
and caution when using their cards in situations not directly  
related ~~supplied~~ to conducting FAA business.

~~(c) used to enhance an awards ceremony~~ All FAA business cards must  
comply with FAA branding logo and foster  
public template requirements recognition in FAA of Order  
employees' 1700.6C. More accomplishments are information is  
allowable online  
at: employees.faa.gov/tools\_resources/branding\_writing/standard  
s\_tools/business\_cards/ This (FAA does only)

(d) not apply to food and beverage, two  
~~which is addressed in AMS Procurement Guidance~~ printing  
sources when using appropriated funds to T3.2-purchase  
business cards:

(1) FAA Aeronautical Center's Media Solutions  
Group; or

(2-5) Lighthouse for the Blind, Inc. A, Seattle, WA  
(pursuant to the mandatory source requirements  
of the Javits-Wagner-O'Day Act).5 Ordering

*information is online*  
*at: <http://lighthousestore.org/>*

**e.(20) Purchasing or Renting Portable Storage Units or Procuring Short-term Storage Services, *with the following exceptions and conditions:***

(1a) Before purchasing or renting storage units or procuring storage services, a determination must be made that existing storage space is not available from other sources within FAA or elsewhere in Government. ~~Contracting Officers~~ COs (CO) or *purchase* cardholders must coordinate storage requirements with a ~~warranted~~ Real Estate Contracting Officer (RECO). This coordination is intended to ensure: ~~(a) That~~ *that* no in-house storage capabilities are available; and ~~(b) No~~ *no* real estate or facility factors exist that may affect the procurement, such as applicable real estate regulations or unique site requirements.

(2b) Storage units or services for purposes of this guidance are limited to portable storage units or containers designed for temporary (less than six months) on-site use or temporary storage in a secured centralized storage center owned by the vendor. The storage units or containers must be classified as personal property and not affixed or attached in a permanent means to the land (real property) upon which they may be situated for temporary use. If the portable storage unit or container is to be placed on land owned or leased by FAA, the CO or cardholder must ensure FAA has legally established rights to use the land before staging or storing a third party item of property (storage unit or container) procured under a service agreement.

(3c) When possible, storage requirements for a construction project should be incorporated into the ~~Statement~~ *statement* of ~~Work~~ *work* or specification under the associated construction contract.

(4d) Purchase cards cannot be used:

(a1) For ~~the~~ purchase, rental, or lease of land or buildings;

(b2) To purchase real property, which is defined as land, buildings, structures or rights over or under the land, or things that are permanently affixed or attached to the land such as improvements to make it more productive or to make it serve a more beneficial end than the land itself; and

(e3) For long-term storage unit rental or services (long-term is defined as six months or more), unless the purchase card is being used as a payment vehicle against a contract or lease signed by a CO/RECO and:

(i) - The total cost of ~~the~~ rental or purchase of storage services does not exceed the cardholder's delegated authority;

(ii) - The portable units are not classified as real property (as defined above); and

(iii) - The terms and conditions of the rental or storage services (i.e. termination authority) are set forth in writing and signed by both parties.

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